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INFORMS Users,

Please see the latest status update.

• Punchout Update – for Office Depot Requisitions

• Punchout: The unit of measure issue related to the Office Deport requisitions has been resolved. Requestors can proceed with placing orders via the Punchout functionality.

Automated PO Dispatch process

- The County has turned on the automated PO dispatch process.
- The automated process is scheduled to run three times daily (11 AM, 4 PM, and 9 PM). Users are no longer required to click on the DISPATCH button. However, there is no harm if users click on the DISPATCH button (Dispatch Option – Print) to finalize their purchase order transaction.
- Note: INFORMS will generate a warning message if the automated dispatch process is running in the background and the user attempts to dispatch the PO online at the same time.

• New Job Aids

- o SCM Create a Web Supplier Requisition Job Aid see attached
- SCM Running the Shipping and Locations Query Job Aid see attached
- SCM Import a Document Job Aid see attached
- FIN 202 Asset Management (AM) Manually Scan Asset Record without Scanning a Barcode Job Aid see attached
- FIN 202 Asset Management (AM) Mobile Asset Physical Inventory Job Aid see attached

Please note the Job Aids will soon be available on the INFORMS Training webpage under each respective course.

• New Reports and Queries

Requisition Query

• The requisitions query (MD_ALL_REQUISITIONS_DIST) has been updated and now includes the buyer field.

Project Costing - Projects WorkCenter

Navigation: Finance/Supply Chain (FSCM) > Project Management > Project WorkCenter

- Project Transaction with Payment Information Project Transactions with Payment information on Vouchers if applicable
- Project Resource Voucher Payment Query Project Transactions Detail Voucher Payment information
- Capital Structure Query Query by department for a list of Program, Projects, and Activities for Capital



Contracts WorkCenter

Navigation: Finance/Supply Chain (FSCM) > Customer Contracts > Contracts WorkCenter

• New Query entitled Customer Contract Temp Bills. This query will show a departments Temporary Bills with the associated original transactions.

Customer Contracts		Contracts WorkCenter									
Contracts WorkCenter Main Reports/Queries Queries C	• «	Welcome to the Contracts WorkCenter									
 Queries Contracts Inquiry Customer Contract Tem Bills Pivot Grids Transactions Priced Not Billed 		 Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page. Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize. Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet. 									

Grants Management Grants WorkCenter

Navigation: Finance/Supply Chain (FSCM) > Grants Management > Grants WorkCenter

- o Grant Transaction Report Report for all the department Grants or by specific Grant
- o Grants Cash Receipts Reports

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Grants WorkCenter	۰ م	
Main Reports/Queries		Welcome to the Grants WorkCenter
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Queries		Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction
P Grant Transactions	Report	pages such as this page.
P Grant Transactions Report B Grants Cash Receipts Report		Each pagelet may have the following actions depending on its configuration. Hide/Show, Reload, Personalize.
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P Grant Award Inquiry		Expands a group or links' actions available depending on the pagelet.
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Accounts Payable (AP) WorkCenter

Navigation: Finance/Supply Chain (FSCM) > Payable Operations > Accounts Payable WorkCenter

 Supplier Search Query - Available in the AP WorkCenter (see below). This can be used to search for supplier details (supplier address/SBE classification/ payment method/etc.) via Supplier Id and/or Supplier Name.

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Thank you, INFORMS Team

For the fastest response to any issues, questions or concerns that you have relating to our go-live of INFORMS Rollout 1 (Finance / Supply Chain), please contact the ITD Service Desk at 305.596-HELP (4357) or via the self-service portal at: <u>http://myit.miamidade.gov</u>.